



TRAINING PROGRAM ASSISTANT

Are you self motivated and able to demonstrate your ability to work unassisted? Do you meet your deadlines despite the odds? Are you familiar with New Zealand's military structure and processes? Do you have an understanding of military training needs?

If you do, then we are interested in hearing from you!

The Embassy of the United States of America in Wellington is seeking an experienced full time Training Program Assistant for the Security Cooperation Organization (SCO) within the Department of Defense (DoD).

You will need to be proficient with the MS Office suite and technology as you will be required to research and provide advice to customers on training options utilizing reference manuals, the internet and training data bases. As the primary point of contact for training needs, you must be comfortable liaising and communicating with a cross-section of government officials.

This role involves flexible working hours, and may require you to work overtime, and some weekends with occasional travel (overseas and domestic) thrown in. Being proficient in English (written and oral) is an absolute must.

To be considered you must have:

- a minimum of 4 years work experience in office administration and training co-ordination is required, including at least 1-2 years experience with New Zealand's military structures, processes and training;
- current NZ drivers license;
- ability to travel overseas;
- the right to work in New Zealand.

The starting salary for this position is NZ\$48,261 gross per annum.

A copy of the full job description and person specification is available at http://newzealand.usembassy.gov/job_opportunities.html

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward correspondence to:

HR Specialist
Embassy of the U.S.A.

P.O. Box 1190
WELLINGTON
Email: Wellington.HR@state.gov

Applications close at 5pm on 26 January 2012.